

Discovery School

Blandford Street

Newcastle

NE1 3BT

**Discovery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

8th September 2016

Dear Applicant,

Thank you for your interest in the post of **Office Administrator** at Discovery School, Newcastle upon Tyne.

You will be aware that Discovery School opened in September 2014. It is the first of its kind; a specialist, STEM school for 14-19 years olds in the North East. It offers a unique learning experience that looks, feels and operates more like a high tech science and engineering facility than a traditional secondary school.

I look forward to receiving your application in which you will outline why you are the right person to join my team of hard working and talented teachers, tutors, technicians and support staff. The team who together nurture and inspire young people in the North East, to enable them to acquire and develop the ability, knowledge and confidence to take advantage of the current and future growth opportunities in the STEM sector. Our young graduates, the next generation of scientists, engineers and technicians, will contribute to filling the current rapidly widening skills gap.

Under my leadership, I have pledged that Discovery School is defined equally by its teaching and learning excellence and innovation, and by its warmth and inclusivity.

Kind regards,



**Dr Wendy Allen**

**Principal**